



KING COUNTY
COURT OPERATIONS SPECIALIST II
KING COUNTY SUPERIOR COURT
Hourly Rate Range \$19.16 - \$24.31
Job Announcement: 06GF5846
OPEN: 2/6/06 CLOSE: 2/17/06

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: This position is located at the King County Courthouse in Seattle. Position may require working at alternate King County Superior Court locations.

WORK SCHEDULE AND TERMS: There are two positions available. One is a full-time position working 35 hours per week. The other one is a part-time position working 17.5 hours per week. Both positions will receive the County's full benefit package. **Please indicate in your application which position are you applying for.**

PRIMARY JOB FUNCTIONS: The incumbent is responsible for performing a wide variety of operational activities in support of the daily operations of the Court. Primary job functions include, but are not limited to:

- Create and maintain court calendars. Manage cases in area of assignment including monitoring cases status and maintaining databases.
- Substitute for Bailiffs and other Court personnel. Escort jurors and act as a liaison between judges, attorneys, court staff and the public.
- Assign support personnel in area of responsibility. Monitor resource needs and staff availability to determine appropriate assignment.
- Train new department employees in Court processes and policies.

QUALIFICATIONS: A high school diploma and four years of experience in court procedures and processes or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job are required. A bachelor's degree is desirable. Independent judgment and confidentiality are required. Must be organized, flexible, detail-oriented, and a team player. Ability to interact effectively with a wide range of people in a professional manner along with strong human relations skills is required. Knowledge of computer applications is required.

SPECIAL REQUIREMENTS: Finalists must pass a criminal background check and reference check.